

R/06/19

training for town councillors in making planning recommendations during the first twelve months of their membership of the Committee". It was further **AGREED** that the Council resolve to encourage all councillors, particularly new councillors, to attend all the training that is relevant to their role.

Members were in agreement that if a suitable course time and location was not available then it shouldn't preclude a Councillor from joining a particular committee.

Cllr. G. Collins requested that Full Council be provided with advice as to the legality on making membership of a particular committee on attending training. .

A vote was taken and the results were:

In favour: 7

Abstentions: 3

Motion carried

ACTION TOWN CLERK

817/19 Internal Audit report 2019/20

Members received the Town Councils' Internal Audit report 2019/20 and congratulated the Town Clerk.

818/19 Accounts and Budgets

Members received and noted the Income and Expenditure reports.

Members discussed and **AGREED** the Town Clerk's recommendation to purchase four laptops at the cost of £2,500. This was to be done urgently, following an assessment of the Council's business resilience, under Financial Regulation 4.5, and would be reported to Full Council on 16th March 2020. This would enable all office staff to be provided with laptops and so be able to work from home should measures to control the covid 19 virus have local consequences such as the closure of schools. This will be funded from the contingencies budget.

819/19 Invoices passed for payment, and income received

Members received and noted the schedule of invoices paid.

820/19 Sub-Committee Minutes

Members received a written report from the Town Clerk and **AGREED** the report recommendations that future dates, agendas and minutes of the Communications Strategy Group and Economic Development Working Group are published on the Town Council's website.

Members **AGREED** for the Town Clerk to review the Terms of Reference for the Economic Development Working Group to allow the group authority to spend grant funding.

ACTION TOWN CLERK

821/19 Council Chamber Extension

The Town Clerk reported on the following aspects of the Council Chamber extension project:

Air Conditioning has been installed in the Main and Small Hall of the Community Centre. The Deputy Town Clerk, Town Clerk and AB Design Solutions will be meeting with the building contractors on Friday 6th March to discuss when the internal works will commence. The Town Clerk will be meeting with the Community Centre Association to discuss plans relating to their part of the building. The Town Clerk confirmed that if any significant changes are made to the Chamber Extension plans these will be brought to Full Council on the 16th March 2020 for Council to discuss.

200302 Resouces Minutes

Ratified

PUBLIC SECTOR EQUALITY DUTY 2010/CRIME AND DISORDER ACT, 1988: the decisions made during the course of the meeting were duly considered and it was decided that there were no resulting direct or indirect implications in respect of crime and disorder, or equalities considerations, other than those stated in the minutes.

Initial.....

R/06/19

822/19 Complaints, Compliments & FOI Requests (6 monthly report)

Members **AGREED** to defer the six-monthly report on complaints, compliments and FOI requests to the next meeting of the Resources Committee.

ACTION COMMITTEE CLERK

823/19 Climate Emergency Action Plan

Members received the draft Action Plan and **AGREED** to amend the following action:

“Consider installing at least one water butt for all new town council buildings and use the water for planters and hanging baskets”

With the above amendment the Action Plan was **AGREED**.

824/19 To discuss and agree Town Council Privacy Policy

Members received and **AGREED** the Town Council Privacy Policy.

825/19 General Power of Competence

The Town Clerk announced that he was now fully CiLCA qualified. Providing two thirds of councillors have stood for election, the Council will be able to adopt the General Power of Competence at the first meeting after the election in May. Members recorded their congratulations to the Town Clerk.

826/19 Recording of Committee Meetings

Members discussed whether the Town Clerk should arrange for meetings to be recorded to aid minute taking. The Town Clerk said this was not something the Committee Clerk would use on a daily basis but it could be available to resolve any dispute over the accuracy of committee minutes.

Proposed by Cllr. Mahi and seconded by Cllr. O’Donoghue for the Town Clerk to purchase a recording device for use a Council Committee meetings.

Cllr. Stuchbury suggested adding something into Standing Orders to explain that recordings would be deleted after ratification of the minutes. The Chair asked the opinion of the Committee Clerk who did not believe that a simple audio recording device would improve the process of minute taking at Council Committee meetings.

Cllrs. Mahi and O’Donoghue withdrew their motion.

827/19 Chair’s Announcements

There were none.

828/19 Date of next meeting: Monday 27th April 2020

COMMITTEE IN PRIVATE SESSION

Exclusion of Public and Press

RECOMMENDED In terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, **RECOMMENDED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

200302 Resouces Minutes

Ratified

PUBLIC SECTOR EQUALITY DUTY 2010/CRIME AND DISORDER ACT, 1988: the decisions made during the course of the meeting were duly considered and it was decided that there were no resulting direct or indirect implications in respect of crime and disorder, or equalities considerations, other than those stated in the minutes.

Initial.....

R/06/19

829/19 Appointment of Internal Auditor

Members received and discussed a written report from the Town Clerk and **AGREED** to appoint provider number 2, IAC Audit and Consultancy Ltd, to carry out the Council's Internal Audit function for the three-year period beginning April 2020.

A vote was taken and the results were:

In favour: 9

Abstaining: 1

ACTION TOWN CLERK

830/19 Office Accommodation

Members discussed a written report from the Town Clerk and **AGREED** that the Council enter into a 10-year lease with a five year break clause to occupy all three rooms on the top floor of the Buckingham Centre under the terms described.

A vote was taken and the results were:

In favour: 9

Against: 1

ACTION TOWN CLERK

Members discussed and **AGREED** for the Town Clerk to investigate the potential of the Town Council hosting a reception desk in The Buckingham Centre on Mondays and additional security passes for Town Councillors.

ACTION TOWN CLERK

Meeting closed at: 2024 hrs.

Signed.....

Date.....

